



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: USUHS Official Representation Funds

### Instruction 7003

DEC 15 2006

(FMG)

#### ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed for the use of Official Representation Funds (ORF) by the Uniformed Services University of the Health Sciences (USUHS).

**A. Reissuance and Purpose.** This Instruction reissues USUHS Instruction 7003<sup>a</sup>. The governing directive for the use of ORF is DoD Directive 7250.13<sup>b</sup>.

**B. References.** See *Enclosure 1*.

**C. Applicability.** This Instruction is applicable to all departments and activities at USUHS.

**D. Definitions.** See *Enclosure 2*.

**E. Policy.** ORF will be used to maintain the standing and prestige of the USUHS by extending official courtesies to authorized guests and members of their party. ORF will also be used to recognize persons outstanding in the fields of health and education. ORF may be used for official entertainment which will be in keeping with propriety as dictated by the occasion and will be conducted on a modest basis. The desirable ratios for functions funded by ORF are:

1. Functions of fewer than 30 persons: 20% must be honored/

distinguished guests and/or members of their party.

2. Functions of 30 or more persons: 50% must be honored/ distinguished guests and/or members/of their party.

3. Records on the use of ORFs shall be maintained on a function-by-function basis to provide data on how and why these funds were used.

ORF may not be used for:

a. Expenses incident to retirement ceremonies for DoD civilian and military personnel except for those official retirement ceremonies specifically approved in advance by the Secretary or Deputy Secretary of Defense, Secretaries of the Military Departments, or Chair of the Joint Chiefs of Staff.

b. Projects officially classified for security or intelligence purposes.

c. Expenses solely for the entertainment of federal personnel.

d. Any purpose for which an appropriation is otherwise available, or

to circumvent administrative or legal restrictions on the use of other appropriated funds.

e. Payment of membership fees or dues unless individually approved by the Secretary or Deputy Secretary of Defense.

f. Expenses associated with conferences, conventions, seminars, scientific or educational workgroups, including applicable fees or membership dues.

g. Expenses which are normally assumed as personal obligations.

h. Purchase of gifts, mementos, tokens, or calling cards except for:

(1) Floral wreaths authorized in connection with awards or dedications as on occasions of national holidays in foreign countries.

(2) Mementos of a nominal cost used in coordination with official ceremonies, dedications or functions, of which the aggregate cost may not exceed \$285 unless approved in advance by the official listed in subparagraph E.a. above.

i. Reimbursement for "home expenses" incurred in conjunction with recruitment and entertainment.

#### **F. Responsibilities.**

1. The President, USUHS shall administer representation funds and has the authority to approve the expenditure of ORF up to and including \$1,000 per event. Requests for events exceeding \$1,000 must be submitted by the

President, USUHS to the Director of Administration and Management, Office of the Secretary of Defense (DA&M), through the Assistant Secretary of Defense (Health Affairs) for prior approval.

2. The USUHS Host shall prepare and submit USUHS Forms 7007-A and 7007-B following the procedures in *Enclosure 3*, and is responsible for ensuring that all ORF Fund expenditures meet the Policy requirements in paragraph E.

3. The USUHS Financial Services Office shall:

a. Obligate all ORF requests into the USUHS accounting system.


b. Forward all ORF payment requests (USUHS Form 7007-B) of \$1,000.00 or less to the Defense Finance and Accounting Service in Columbus, Ohio.

c. Prepare and submit the Agency ORF Report quarterly to DA&M, OSD.

4. The Director, Financial and Manpower Management (FMG) shall maintain fund control, review all reimbursement forms, and forward all ORF requests which exceed \$1,000 to DA&M, OSD.

**G. Procedures.** See *Enclosure 3*.

**H. Effective Date.** This Instruction is effective immediately.

  
Charles L. Rice, M.D.  
President

Enclosures:

1. References
2. Definitions
3. Procedures

**REFERENCES**

- (a) USUHS Instruction 7003, "USUHS Official Representation Funds," dated March 23, 1999 (hereby cancelled)
- (b) DoD Directive 7250.13, "Official Representation Funds (ORF) dated February 17, 2004.

## DEFINITIONS

1. Authorized Guests. Distinguished citizens, military officers, and government officials of foreign countries whose rank, position, function or stature justify official entertainment.

Federal, State, and local officials such as the President and Vice President of the United States, members of the cabinet, governors, mayors, citizens' committees and other distinguished or prominent citizens who have made a substantial contribution to the nation or

the Department of Defense. This includes persons being interviewed for senior faculty positions. For the purpose of this Instruction, "senior faculty" is interpreted to mean candidates for USUHS funded positions at the level of Assistant Professor or above who are in the "tenure" track.

2. Host. USUHS staff or faculty member sponsoring invited guest(s) and official party.

## PROCEDURES

1. Request for the Use of Official Representation Funds.

The USUHS host will submit a request for representation funds at least three weeks prior to the planned function to Financial Management (FMG) through the President, USUHS.

Requests will be submitted on USUHS Form 7007-A, Attachment 1 of this enclosure. **ALL REQUESTS MUST BE SUBMITTED AND APPROVED PRIOR TO THE FUNCTION.** FMG will obligate the funds for the request and return a signed copy to the requestor.

2. Request for Reimbursement of Expenses.

a. Reimbursement of approved expenditures will be made by the Defense Finance & Accounting Service upon completion of the function, provided the request and the expenses did not exceed \$1,000. The requestor will provide the USUHS FMG with the completed USUHS Form 7007-A, original receipts or invoices, and any other supporting documentation such as a list of guests, host(s), and participants.

b. Reimbursement for functions which exceed the \$1,000 threshold will be made by WHS. The requestor will provide a completed USUHS Form 7007-B with the same supporting documentation as in 2.a. above. The FMG will forward the reimbursement package to the DA&M, OSD.

Attachments:

1. USUHS Form 7007-A, "Uniformed Services University of the Health Sciences Official Representation Fund Request"
2. USUHS Form 7007-B, "Uniformed Services University of the Health Sciences Official Representation Fund Reimbursement Request"

**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
OFFICIAL REPRESENTATION FUND REQUEST**

DATE OF REQUEST: \_\_\_\_\_

**TO: PRESIDENT**

**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**

\_\_\_APPROVED \_\_\_DISAPPROVED

**OFFICIAL REPRESENTATION FUNDS ARE REQUESTED FOR:**

**DATE OF FUNCTION:** \_\_\_\_\_

**ESTIMATED COST:** \_\_\_\_\_

**NATURE OF FUNCTION (e.g., luncheon, dinner, ceremony, official gifts):**

**NUMBER OF HOSTS:** \_\_\_\_\_

**HOSTS (names & titles):**

**NUMBER OF GUESTS:** \_\_\_\_\_

**GUESTS (names, titles, & organizations):**

**NOTE:** If guests are coming to USUHS on invitational travel orders, please provide a copy of those orders. If the requested function is a meal, the travel orders must indicate that a meal will be provided at government expense. If the function involves less than 30 persons, at least 20% must be honored guests (or members of their party). For 30 or more persons, at least 50% must be honored guests (or members of their party).

**POINT OF CONTACT (P.O.C.) (name & telephone number):**

**REQUESTOR'S SIGNATURE:**

**REQUESTOR'S NAME/TITLE/DEPARTMENT/TELEPHONE:**

USUHS FORM 7007-A (Rev. 3/1/99) (FMG)

**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
OFFICIAL REPRESENTATION FUND REIMBURSEMENT REQUEST**

**DATE OF REQUEST:** \_\_\_\_\_

**TO: DIRECTOR, FINANCIAL & MANPOWER MANAGEMENT  
USUHS, ROOM A1040B**

**REIMBURSEMENT FOR OFFICIAL REPRESENTATION ACTIVITY IS REQUESTED FOR:**

(Please attach the USUHS Form 7007-A, documenting approval of the original request.)

**REQUEST REIMBURSEMENT BE MADE IN THE AMOUNT OF \$ \_\_\_\_\_.**

**RECEIPTS ARE ATTACHED TO SUPPORT THIS CLAIM.**

**PAYMENT SHOULD BE MADE TO:**

**NAME:**

**ADDRESS:**

**POINT OF CONTACT (P.O.C.) (name and telephone number):**

**DEPARTMENTAL CERTIFICATION:**

**DATE:** \_\_\_\_\_

I certify this payment is valid and appropriate for the use of official  
representation funds.

**Signature of Department Chair:**

**Name/Title/Department of signer:**